

**PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:**

***CHANGE OF D/B/A***

- A. Form 997.
- B. Certified copy of Business Certificate obtained from the City Clerk's Office.
- C. Vote of the Board of Directors.
- D. Tax Affidavit, (ALL State and Local Taxes must be paid).
- E. Application MUST be filed in Duplicate.
- F. No Filing Fees Required.